

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Date]

[Client Name]

[Client Company Name]

[Client Address]

[City, State, Zip Code]

**Subject: Reminder: Payment for Completed Milestone - [Project Name/Milestone Name]**

Dear [Client Name],

I hope this letter finds you well.

I am writing to follow up on the status of the payment for Milestone [Number/Name] of the [Project Name] project, which was completed and delivered on [Date of Delivery].

According to our agreement, the payment of [Amount Due] was due on [Due Date]. As of today, our records show that this payment is still outstanding.

Could you please check if the payment has been processed? If you have already sent the payment, please disregard this notice. If not, I would appreciate it if you could settle the balance at your earliest convenience to ensure the project remains on schedule.

I have attached a copy of Invoice #[Invoice Number] for your reference.

Thank you for your prompt attention to this matter. I look forward to continuing our work together.

Best regards,

[Your Signature]

[Your Printed Name]